



United States Mission to the United Nations



U.S. Department of State
New York, NY

Announcement No: USUN-0293

Position Title: Secretary (OA)

Office and Location: Political Affairs Section

Series and Grade: GG-318-7

Salary Range: \$43,738 - \$56,863

Promotion Potential: NONE

Opening Date: 04/15/2011

Closing Date: 04/29/2011

Position Information: This is a Permanent position- Full Time

Duty Location: 1 vacancy- New York City

Who may be considered: Government Wide

Comments:

This is an Excepted Service Position.
Incumbent will be subject to random drug testing.

“You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.”

Your complete application must be received in this office by 5:30 p.m. Eastern Standard Time on the closing date or postmarked by the closing date.

Key Requirements:

U.S. Citizenship Required.
Selective Service Registration for males born after 12/31/1959.
Background and/or Security Investigation Required.
Selectee must serve one year probationary period.
Relocation Expenses will not be paid.

JOB SUMMARY: The men and women of the US Department of State with their skills, character and commitment to public service are the backbone of America's diplomacy. Civil Service and Foreign Service employees support the foreign policy mission for the United States Mission to the United Nations (USUN)

The position is located in the Political Affairs Section of the U.S. Mission to the United Nations. The principal role of the position is to perform clerical and administrative duties in support of USUN.

Major Duties: Incumbent will serve as a secretary by performing secretarial and administrative duties in connection with the office. This entails receiving all correspondence for the office and personally responding to those not requiring the supervisor's attention; Screening all correspondence prepared for the supervisor's signature for clarity, completeness of reply and grammatical and procedural correctness. Maintaining calendar, schedules appointments and conferences and cancelling and rescheduling appointments as necessary. Makes arrangements for meetings by reserving space, setting the specific time, and contracting all personnel expected to attend. Make travel arrangements for supervisor and/or staff. Maintains records of travel itineraries and prepares necessary travel authorizations. Maintains records of action documents and projects and follows up on work in progress in accordance with a regular schedule. Keeps supervisor informed of signature developments and the status of major projects.

Qualifications: Applicant must have one (1) year of specialized experience equivalent to the next lowest grade level (GS/GG-6) in the Federal service.

For GS/GG-07: At least 52 weeks of full-time work experience equivalent to the GS/GG-06 grade level in the Federal Service, independently performing all or most of the following tasks:

1. Serves as a liaison for the purpose of conveying information.
2. Creates and formats documents, cuts and pastes text, adds headers and footer, and use spell-grammar check.
- 3 Prepares technical and routine correspondence.

Specialized experience is defined as experience providing secretarial, administrative and clerical support to one or more individuals. This experience includes serving as the principal office support to an individual or organization performing duties such as keeping appointment calendars, arranging meetings, preparing documents, establishing files and records, etc.

How You Will Be Evaluated: Your application will be evaluated on the quality and extent of your education (if applicable), experience, and training that is relevant to the duties of this position. If you are found minimally qualified for the job, your application package will be further evaluated to determine your possession of the competencies (Knowledge, Skills, Ability) and other characteristics stated in this announcement. Your resume must provide enough detail to fully support your answers. Applicants found to be among the top candidates will be referred to the hiring manager for further consideration and possible interview.

Your qualifications will be evaluated on the following competencies (KSAs) and other characteristics and must be supported by information in your resume: **Oral and written Communication, System /Technology Management, Leadership, Planning and Evaluating, Interpersonal Skills, and Decision Making.**

Your resume serves as the basis for qualification determinations and in order to fully evaluate your application it **must** contain the information outlined in Applying for a Federal Job pamphlet (OF-510) <http://careers.state.gov/forms/of0510.pdf>. Your resume must highlight your most relevant and significant work experience and education (if applicable) as it relates to this job vacancy. You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to this job. Failure to identify the required experience in your resume will result in loss of consideration. To receive proper credit, your resume must include: (1) knowledge of the subject matter and technical skills pertinent to the position; (2) examples of the specific duties performed that fully detail the level and complexity of the work for each job listed; (3) actual time spent in such activities (percentage of time worked in each position); (4) beginning and ending dates of employment (dates must be listed with both month and year for qualifying purposes); (5) frequency worked (i.e., daily, monthly, etc.); (6) number of hours worked; and (7) names and phone numbers of your current and/or previous supervisor(s). This information must be clearly identified in your resume.

Applicants must meet all the qualification requirements and submit any supporting documentation by the closing date of this announcement.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute with 3 or fewer errors. Applicant must indicate their typing speed/error rate on their application. Failure to list typing speed/error rate might preclude and applicant's employment consideration.

This appointment will require completion of a one-year probationary period. During this time period, employee's conduct and performance will be monitored in order to determine if employee will be retained.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number you are applying.
2. Title and grade (s) of the position for which

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment(month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible *must submit* proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN SharePoint Site.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 United Nations Plaza New York, NY 10017, Attn: Denise Nash, Human Resources Specialist, Room 1227B, FAX 212-415-4393,
E-mail address: UNNYHRO2@state.gov

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask.